

**Instructions for Submitting Teaching Expenses**

**\* Please review eligibility information on the** [**website**](https://www.cupfa.org/en_CA/professional-development/small-claims/) **\***

**Teaching Expenses:**

Some examples (among others) of eligible items relevant to your teaching:

1. Books
2. Software not available through Concordia IITS
3. Periodical subscriptions
4. Office supplies (e.g., pens, paper, toner, etc.)
5. Art supplies
6. Internet (taxable)
7. Memberships e.g., Canadian Philosophical Association (non-taxable)
8. Professional Fees e.g., Canadian Bar Association, Ordre des ingénieurs du Québec, etc. (taxable)

Please note:

\* **Hardware items** (e.g., laptops, desks, chairs, printers, etc) are not covered.

\* To accommodate our large membership, **Professional Fees** are now included with other teaching-related expenses as part of a single annual claim.

**$ AMOUNTS for Teaching Expenses:**

Claim amounts available to January 15 Teaching Expenses applicants are determined according to the remaining Professional Development budget after the three annual rounds of adjudication for Research Grants.

Members may receive a Research Grant and Teaching Expenses in the same year.

**SUBMIT your CLAIM in 2 STEPS:**

**Step 1:** Send this completed *Request Form* to info@cupfa.org **by January 15** (next business day when deadline falls on a weekend or holiday).

Do not include receipts or estimates in Step 1.

**Step 2:** Eligible January 15 applicants will be invited to a workshop in February to clarify the annual maximum claim amount and how to submit their Expense Report in Concur before March 30.

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| **Step 1 – Teaching Expenses Request Form**  Add your information and send to info@cupfa.org by **January 15**  NO RECEIPTS or estimates at this first stage. | |
|  | ä Enter your information below ä |
| **Name** (Last Name, First Name) |  |
| **Seniority Credits** (12 minimum)  See the seniority list in FRIS.  Sign in, accept the disclaimer, and scroll down to find the list sorted by *Seniority Credits* or by *Last Name*. |  |
| **Your Faculty** |  |
| **Home Department**  Note: If teaching in more than one department, indicate the Concordia Department where you were first hired. |  |
| **Concordia Email**  Note: for purposes of security, you must apply using your Concordia email address, usually  firstname.lastname@concordia.ca  See My CU Account, Verify Email Address or Email (Outlook 365). Check this email address regularly for information about your expense report and other employee benefits. |  |
| **Telephone** |  |